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SUS

10 November 1972

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. COURSE MATTERS

1. Large Scale Systems Analysis

The course in Large Scale Systems Analysis (6-10 November) could take a maximum of 28 students but has only 16 for this running.

The contract instructor is somewhat concerned, as are we and Dr.

who got this course started, over the diminishing number of students but we have no ready answer to the problem. Those attending the present course, though not as vocal as some earlier groups, appear to be learning what they need to know about the general systems approach to solving problems.

2. Managerial Grid

The forthcoming Managerial Grid, 12-17 November will run with 34 students, four of whom are women. The Grid now being conducted is proceeding with no unique problems.

3. Practical Supervision for OC Supervisors

On 7 November, OC Training Officer, and Tom Deputy Chief, OC Career Management and Training Staff, met with several SUS people to discuss a variety of subjects. Included were:

- a. Several points concerning Practical Supervision for OC Supervisors.
- b. The possibility of a Performance Appraisal workshop for the OC.
- c. The forthcoming writing course for OC personnel.

EXEMPT FROM GENERAL DECLASSIFICATION
OF E. O. 11652, EXEMPTION CATEGORY:
§ 6B(1), (2) (3) or (4) (circle one or more)
AUTOMATICALLY DECLASSIFIED ON

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(unless impossible, insert date or event)

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WARNING NOTICE
SENSITIVE INTELLIGENCE SOURCES
AND METHODS INVOLVED

25X1A

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25X1A

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4. Performance Appraisal Workshop (NPIC)

25X1A We have received a call from [REDACTED] NPIC Training
25X1A Officer, requesting a Performance Appraisal workshop early in Calendar
Year 1973. [REDACTED] will visit us on 21 November to discuss details.

5. POCC

Follow-up questionnaires were sent to those who attended the first four of these courses - 89 persons in all. Our purpose is to obtain comments on the effectiveness of the course from the students after they have returned to their jobs. Significant comments will be considered in structuring future sessions of the course.

B. GENERAL

25X1A 1. [REDACTED] of the Office of Personnel requested guidance in
evaluating the training course conducted by PMCD/Office of Personnel
25X1A for personnel assigned to that division. After reviewing [REDACTED] 25X1A
course outline, it was decided that his need could be met best by con-
sultation with [REDACTED] to whom we referred him.

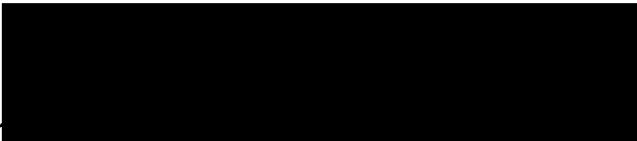
25X1A 2. [REDACTED] has requested tutorial instruction in Administrative
25X1A Procedures for a "contract wife" from FE Division who will be departing
for [REDACTED] with her husband in three weeks. Time does not permit
her to attend the next scheduled running of the course. Her position will
be "ops support officer" to her husband and one Commo man when they
arrive at their Base in December.

25X1A 3. On 6 November, [REDACTED] IBM spent some time
with the Clerical Training staff explaining the special features of the new
Selectric typewriters which were recently delivered. [REDACTED] gave 25X1A
students initial instruction on the use of the instrument during this week's
Office Practice class, and we plan to begin using the Selectric II's in
typewriting and transcription classes immediately.

25X1A 4. [REDACTED] the Printing Services Division (PSD) employee
responsible for managing the internal PSD Supervisory Training program,
visited MTF on 8 November. He was looking for new ideas on methods,
approaches, subjects, training aids, etc. to revitalize the course. At
the conclusion of the discussion he stated that he had found it helpful.

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5. To accommodate the dates of the proposed Leadership Conference for OTR, 14-15 December, we have announced in an AIR Newsletter that the dates for two workshops scheduled during the same week will be changed. The Performance Appraisal workshop will run on 11 December instead of 12 December, and the Planning and Control of Work workshop will be conducted 13-14 December instead of 14-15 December.



Chief, Support School, OTR

25X1A